WHPC
West Hill Parish Council

Neighbourhood Plan Working Group

APPROVED Minutes of NPWG Meeting Friday 23rd January 2026

9.00am The Narthex, St Michael's Church

Present: M Hall, V Shrubsall, M Wood, Cllr A Copper, Parish Clerk A Oliver
Apologies: A Carr

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1. To approve the minutes of the meeting of 7th November 2025 (previously circulated).

   The minutes of the working group meeting of 7th November 2025 were confirmed and signed as a true record of the meeting.

2. Overview of where we are with the NP:

   - Timescale of Local Plan (attached)
   - Stages in preparation of WH NP (attached)
   - First draft of NP structure (attached)

   Noted. The WG agreed to progress the NP work until the Submission stage, timing of Submission will depend on the status of the emerging LP.

3. To create a workplan for the tasks arising from the Design Codes workshop:

   - Inspirations – examples of good things & not so good
   - Landscape setting – beating the bounds, views in & out of the village
   - Valued views
   - Inside the village – define character areas, why they are distinct, including landscape and green infrastructure
   - Deeper into typology – complete proformas
   - Define important issues for Codes to talk about
   - Review the Village Design Statement
   - Refer back to the 2017 NP

   Detailed discussion of this deferred until the next meeting/workshop. Members of the WG to familiarise themselves with the Action Points from the Place Studios Workshop, and come to the meeting with ideas. Review of Village Design Statement and 2017 NP to be completed on proforma.

4. To consider revised pre-application protocol (engagement with developers/landowners) for WHPC (to be circulated).
   Discussed in detail. Amendments agreed – to be circulated to WG for approval prior to submission to the next WHPC Council meeting.

5. To consider publishing an article in WHPC Newsletter March 2026.
   Agreed. Article to focus on the Design Codes work and a heads-up of engagement with landowners/developers. MH to draft.

6. To consider taking a table at Parish Meeting 14/4/26 to update residents.
   Agreed. Probably similar content to the newsletter, but there may be some early results from the Design Code work to present.

7. To review financial statement for NPWG (to be circulated). Approved

8. To agree date, time and venue of next meeting. Friday 6th February 9-12am, Narthex - tbc

Anne Oliver, Parish Clerk, 23rd January 2026
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